App. F. IX-4

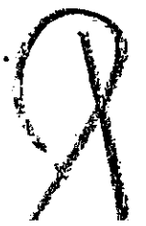
1926

File No. 41-

Previous References (P&S

Serial Nos. 12

Later References
P&S 1 26 (111 & 114)
91-28 (1)



General and Revenue Secretariat.

Serial Nos. one

(6)

Part B for Feb 1924.

SUBJECT

Supply of stationery to Revenue and Their offices.

The Stationery Superintendent brought to notice the several defects in the indent for stationery submitted by the several offices His chief point was that the indents were not always based on average consumption, and that some of the offices asked for supplied ~~were~~ much in excess of the average consumption The Member said that the Superintendent should not pass any quantities in excess of average consumption unless a satisfactory explanation was furnished for the excess. In passing supplies, the balance on hand should be kept in view. The actual quantities passed by the Superintendent for supply for the year should invariably be intimated to the offices concerned. The Member also observed that the attention given to the preparation of the stationery indents in the several offices left much to be desired. Unless the annual indents are made accurate, it was not possible to regulate supplies. The attention of the several offices must be invited to the rules about the preparation of the stationery indent. The Superintendent should report to Government cases in which the data furnished in the indents are palpably inaccurate.

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App. F. III—2]

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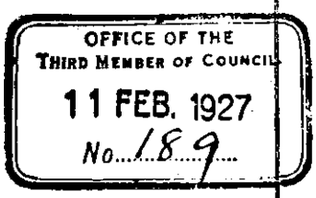
Serial No.



Secretariat for all Revenue
RG 11/2
Third Member
CSK 11/2.
RG 11/2
Issue
11/2

12 To The Sybdt. Govt printing + Stationery.
The Heads of Depts
The D. C.s of Districts
The Secretariat to govt.
The Comptroller to govt.
No 5871-68, dt 15.2.27

Issues contain instructions re Supply of Stationery to Revenue and other Offices

11.2.27
D.2.

Order No Cy 8711-68 - 15.2.27

To the notice of Govt that the Lakhs of Stationery ~~[illegible]~~ and other Officers was either inadequate or was not made in time, a meeting was held on the 18th Nov 1926 to discuss the question with the Supdt of Stationery when the Secretary, S. P. C. was also present. The Supdt of Stationery explained his ~~[illegible]~~ difficulties in the matter of getting in good time Lakhs of Paper & other Stationery articles from various

contractors and also pointed out
that the indents from several offices
were not based upon average consumption
as per stationery rules and that, in
many cases, they were much in excess
of the average for the preceding two
preceding years
Govt observed that no attention is not
given to the preparation of the indents stationery
indents in several offices have
much to be desired and that unless
the annual indents are more accurate
it is impossible to regulate supplies
Hence, therefore, desired that strict observance
of the rules appended to govt order No. 6011-60,
dated 27/2 may be observed by the officers
indenting for the supply of stationery
and forms An explanation should

carefully prepared and suffici
ent explanations have been given
for the excesses indented for
He should also keep in view the
balance on hand and intimate
to the Officer concerned the actu
quantities passed by him for the
whole year in question. He
should report to Govt. cases in
which the data furnished
in the indents are palpably
inaccurate, and no proper
explanations have been
forwarded for the excess of
the quantities indented for

11/2

for Sl. Secretary to

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. G. 8711-68/P. & S. 41-26-12 Dated, Bangalore 15th February 1927.

Supply of Stationery to Revenue and other offices

Issues certain instructions *re*:----

ORDER NO. G.8711-68/P.& S.41-26-12 DATED 15TH FEBRUARY 1927.

It has often been brought to the notice of Government that the supply of stationery to Revenue and other offices was either inadequate or was not made in time and a meeting was held on the 18th November 1926 to discuss the question with the Superintendent of Stationery when the Secretary Stores Purchase Committee was also present. The Superintendent of Stationery explained his difficulties in the matter of getting in good time supplies of paper and other stationery articles from various contractors and also pointed out that the indents from several offices were not based upon average consumption as per stationery rules, and that, in many cases, they were much in excess of the average for the preceding two years.

Government observe that sufficient attention is not given to the preparation of the indents for stationery in several offices and that, unless the annual indents are more accurate, it is impossible for the Superintendent to regulate supplies. They, therefore direct the strict observance of the rules appended to Government Order No.G.6011-60 dated 27th May 1904 by the officers indenting for the supply of stationery and forms. An explanation should invariably be furnished whenever quantities in excess of average consumption are asked for.

In passing supplies, the Superintendent Government Printing and Stationery, should not cut down the indents when they are carefully prepared and sufficient explanations have been given for the excesses indented for. He should also keep in view the balance on hand and intimate to the offices concerned the actual quantities passed by him for the whole year in question. He should report to Government cases in which the data furnished in the indents are palpably inaccurate, and no proper explanations have been forwarded for the excess of the quantities indented for.

R. RANGA RAO,
General Secretary to Government.

To--The Superintendent, Government Printing and Stationery.
The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.
The Comptroller to Government.